



Northern Virginia Center
 Facilities Office, Room 406
 7054 Haycock Rd. (0362)
 Falls Church, Virginia 22043
 703/538-8440 Fax: 703/538-8305
 E-mail: Facilities@vt.edu

To: Facilities Manager VT/NVC

From:

Dept:

Date:

Subject: Return of Building, Metal, or Parking keys.

Return of Keys

# of Keys	Door/Room # <small>if applicable</small>	Returner's Initials	Key Type	Key #	Notes

In the event of loss please provide details :

Other Comments:

Signature

Print Name

Date